

A user guide to **International Destination Sort™**

Sort and bag your mail to qualify for our most competitive international rates.



Royal Mail



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International Destination Sort™

By sorting and bagging your mail before handing it over to us you can qualify for our most competitive international rates while benefiting from Royal Mail's excellent quality of service.


International Destination Sort™ offers three speeds of delivery – Priority, Standard and Economy – (see page 7). You are required to sort your mail by destination, by service speed and for Western Europe by format.

To qualify for this service you will need to spend in excess of £10,000 per annum across the Royal Mail International Contract Services portfolio.

For sending multiple items to the same address there is also the option of our International Destination Sort™ M-bag service, which could offer even greater savings (restrictions apply, see page 4). Where the minimum entry threshold is £5,000 per annum across the International Contract Services portfolio.

If you have any further questions, please contact your local Royal Mail Sales Centre on **08457 950 950** or visit www.royalmail.com/destinationsort





What you can send

International Destination Sort™

Royal Mail's International Destination Sort™ service can be used to send any type of mail, e.g. direct mail, fulfilment mail, transactional or business mail, personalised mail, correspondence, publications or goods. The key requirement is to have a minimum bag weight of 1.5kg of mail to a destination, for Western Europe the requirement is for a minimum weight of 1.5kg per destination per format.

M-bags

M-bags can be used if you're sending printed matter items (e.g. newspapers, periodicals, books, etc) to the same address. This means putting the items together in the bag and attaching an M-bag address label. They cannot be used for any form of personalised correspondence (e.g. letters, statements, invoices etc.) or for mail containing any enclosures of commercial value.

The bags are not opened until they reach their destination, reducing sorting and handling costs and resulting in lower prices.

With the exception of Canada, M-bags can also be used to send non-personalised magnetic media items (e.g. CDs and videotapes) and other non-dutiable items (e.g. commercial samples, disks etc.) that relate to the printed matter and have been attached to it by the manufacturer or distributor.

Please note: Any type of item, not only printed matter, can be sent to New Zealand using M-bags, as long as the contents of each bag are destined for the same address.

Prohibited items

There are certain prohibited items which you must **not** send. What is prohibited or restricted varies from country to country, and can sometimes include apparently ordinary items. If you are unsure about any item, please contact your local Royal Mail Sales Centre on **08457 950 950**, or visit www.royalmail.com/countriesAtoZ

Dangerous items and substances

You must **not** send dangerous items and substances using any of Royal Mail's international services.

Major classes of dangerous substances include explosive fireworks, gases, flammable liquids, toxic substances, corrosive chemicals etc. Please note – aerosols cannot be carried in the postal network. Classifications of dangerous items and substances may change. Please check with your local Royal Mail Sales Centre on **08457 950 950** or visit www.royalmail.com/prohibitions

Individual item sizes and weights

Items for International Destination Sort™ must be within certain size and weight limits with the exception being items sent in M-bags.





Size Limits

Items packed flat

Minimum: 140 x 90mm.

Maximum: Length, width or height \leq 600mm.

Length + width + height \leq 900mm.

Items rolled up

Minimum: Length + (diameter x2) \geq 170mm, (with the greatest single dimension \geq 100mm).

Maximum: Length + (diameter x2) \leq 1040mm, (with the greatest single dimension \leq 900mm).

Weight

The maximum weight for an individual item is 2kg. However, you can send books and pamphlets, i.e. any papers 'bound' together, up to 5kg.

Weight exceptions

Ireland – only books above 2kg.

Cambodia – no items above 2kg.

Canada – no items above 2kg.

For M-bags the minimum weight is 1.5kg and the bag with its contents, labels and tie must not exceed a combined weight of 11kg with the bags being properly sealed.

Items that exceed these limits may be sent by Parcelforce Worldwide.

They can be contacted via their enquiry centre on **0800 22 44 66** or at www.parcelforce.com

Delivery speeds



There are three options available, so that you can choose the most appropriate and cost effective service for your requirements.

Priority

The quickest means of getting your mail delivered.

Standard

Available to most destinations outside Europe, the Standard service combines value for money with speed. Destinations to which the Standard service is available are listed in the International Destination Sort™ Rate Card.

Economy

The low cost option to all destinations in Europe and around the world.

	Priority Delivery aims†	Standard Delivery aims†	Economy Delivery aims†
Western Europe	3 – 5 days	N / A	5 – 10 days
Rest of Europe	3 – 5 days	N / A	10 – 15 days
North America	5 – 7 days	10 – 14 days	6 – 12 weeks
Middle East	5 – 7 days	10 – 14 days	6 – 12 weeks
Far East & Australasia	5 – 7 days	14 – 21 days	6 – 12 weeks
Central & South America	5 – 7 days	14 – 21 days	6 – 12 weeks

† Delivery aims are in working days, except where weeks are stated and exclude the day of posting.



Preparing your mail

Addressing

Please address your mail as clearly as possible. Pages 23-24 shows sample addresses for most European countries, and many other destinations.

There are a few basic rules to follow to help us get your mail to its destination safely:

- All items should have a valid country on the last line of the address. This should be in English and not abbreviated (although USA is acceptable). There must be nothing else on the last line of the address apart from the country name.
- The town and country should be in capital letters. Many countries operate a postcode system – a valid postcode must be included in the address for these countries.
- There should be a 'clear zone' of 5 mm around the address, with no other information contained within the clear zone. If a window envelope is used, there should be 5 mm 'clear zone' between the address and the edges of the window.

For up-to-date information on acceptable address formats, visit www.upu.int



In addition items between 2kg and 5kg in weight which contain books or pamphlets must be marked **PRINTED PAPERS** in the top left hand corner on the front of the packet. You should not include personal correspondence with these items.

M-Bags

The exact postal address of the recipient is written on a bag label and must be in the format as described on page 8.

Addressing each item inside a bag is not compulsory if items are bundled or wrapped together. We recommend that you do address each bundle in case of accidental opening or damage to your bag.

Printed Postage Impression (PPI)

PPIs and Airmail Indicators

Printed Postage Impression (PPI)

Each PPI design, examples below, has its own specification that has to be followed when you produce your artwork. Each PPI is made up of two components: the delivery speed indicator and the “Delivered by Royal Mail” mark. The dimensions of the delivery speed indicator graphic must not be altered and must be one of the four sizes permitted. The text with the delivery speed indicator, e.g. “Postage Paid” and the initials “GB” and PPI licence details text in the PPI design, must not be altered other than to insert the PPI licence number and, where appropriate, a town name. All other text must remain fixed.

Both components must appear on the mailpiece for items being sent to addresses in the UK. For items being sent abroad, you can choose not to include the “Delivered by Royal Mail” mark within the PPI, but you must have the delivery speed indicator.

You can select from four sizes of PPIs. Full details on PPIs are available at www.royalmail.com/ppi

Example of an English PPI with both components



Example of an English PPI with only delivery speed indicator



- PPI licence details: Please note that “SOUTHAMPTON 2500” provides an example of where your PPI licence number should appear. Please replace this text with your PPI licence number. The PPI licence details must always appear below the words “Postage Paid” and the initials “GB”. The PPI licence number must always appear after HQ if you are using a national PPI licence, e.g. HQ 2500, or after the town name if you have a local PPI licence, e.g. “SOUTHAMPTON 2500”.
- Postage Paid GB: The words “Postage Paid” and the initials “GB” must appear in all PPI designs irrespective of which PPI you are using and the destination of your mail.

Do you need an airmail indicator?

If you are sending an item through the Priority service it must have either:

- an airmail indicator printed on it, or
- an airmail sticker attached.

This should be positioned as close as possible to the top left hand corner on the front of the item. If applying a customs label or return address to this area then the airmail indicia should be placed to the right of this.

Failure to apply an airmail indicator to your Priority mail may result in your mail being delayed.

You must not use an airmail indicator when sending Standard or Economy mail.

To download airmail artwork go to www.royalmail.com/destinationsort or labels can be ordered on **08457 950 950** (order code P25A). You may also create your own indicator, provided the words Airmail, Par Avion or Prioritaire are used.





Return address

If you would like your undeliverable items returned, please put your UK return address on each item and ensure there is a company identifier (e.g. company name or logo). We will return any undeliverables free of charge. A return address of any other country is not permitted according to UPU (Universal Postal Union) regulations.

We recommend you apply a UK Return address to the outside of every item however, you must include a UK return address if you send over 1,500 items in a posting or over 5,000 items over a two week period to a single country. Your items may experience delays if you fail to apply a UK return address.

For more details of destinations requiring customs documentation visit www.royalmail.com/customs or www.hmrc.gov.uk

Do you need a customs form?

You do need to complete a customs declaration form if you're sending goods or packets to destinations outside the EU and to certain EU destinations. There are also some destinations where customs documentation is required or advisable for printed papers.

If you do need a customs declaration form, you should use the CN 22 form for goods up to £270 in value. You need to complete all the sections and sign and date the form. The sender's name and address must be written or printed on the item in the top left corner on the front of the package. The CN 22 can be pre-printed on the item in black and white.

CUSTOMS DECLARATION CN 22
DECLARATION EN DOUANE
May be opened officially
Peut être ouvert officiellement
Great Britain/Grande-Bretagne Important! See instructions on the back

<input type="checkbox"/> Gifts Cadeaux	<input type="checkbox"/> Commercial samples Echantillons commerciaux
<input type="checkbox"/> Documents	<input type="checkbox"/> Other/autre
Tick one or more boxes	
Quantity and detailed description of contents (1) Quantité et description détaillée du contenu	Weight (in kg) (2) Poids
	Value (3) Valeur
For commercial items only If known, HS tariff number (6) and country of origin of goods (7) Marché de l'Union européenne (6) et pays d'origine des marchandises (7) (en code)	
Total Weight (4) Poids total	Total Value (5) Valeur totale
I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations	
Date and sender's signature (8)	

If you're sending goods valued at more than £270, you should use form CN 23 and attach the form to the package using the plastic envelope SP 126.

CUSTOMS DECLARATION CN 23
DECLARATION EN DOUANE
May be opened officially
Peut être ouvert officiellement
Great Britain/Grande-Bretagne Important! See instructions on the back

<input type="checkbox"/> Gifts Cadeaux	<input type="checkbox"/> Commercial samples Echantillons commerciaux
<input type="checkbox"/> Documents	<input type="checkbox"/> Other/autre
Tick one or more boxes	
Quantity and detailed description of contents (1) Quantité et description détaillée du contenu	Weight (2) Poids
	Value (3) Valeur
For commercial items only If known, HS tariff number (6) and country of origin of goods (7) Marché de l'Union européenne (6) et pays d'origine des marchandises (7) (en code)	
Total Weight (4) Poids total	Total Value (5) Valeur totale
I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations	
Date and sender's signature (8)	

All of these forms are available at www.royalmail.com/customs



M-bags and customs forms

If you are sending a number of printed matter items to the same address using an M-bag, you only need to complete one customs form per bag.

For items with **a combined value of up to and including £270**, complete the CN 22 on the back of the M-bag label OE 1050C. If the value is over £270 then you must affix a CN 23.

Who pays customs duty?

Customs charges are the responsibility of the recipient. For current rates and categories, please contact the Department for Business, Innovation & Skills on **0207 215 5000**.

Sorting your mail



Using the Sorting List

Once you have decided which service you want to send your mail by, you need to sort all items to their destination. This is the location where we hand your mail over to the domestic postal authority.

To do this, please refer to the International Destination Sort™ Sorting Lists available at www.royalmail.com/destinationssort. They are divided into Priority, Standard and Economy sections, and then into regional zones (e.g. Western Europe, Africa & Asia). Countries are listed alphabetically within each zone.

The Sorting List tells you which areas or postcodes need to be sorted to a particular destination and what bag labels you need for that destination. The vast majority of countries have just one handover point however, the larger ones, such as USA have several access points based on the zip code on the mail piece.

Format Sort

You will need to Format Sort your mail to all Western European destinations, unless you are using M-bags.

What is sorting by format?

Sorting by format means grouping your items by size, thickness and weight.

There are three groups:

- Letters.
- Flats.
- Packets.

And their size and weight criteria are:

	Letters	Flats	Packets
Max size	245 x 165mm	381 x 305mm	Anything exceeding the maximum size, weight and thickness of a Flat up to the maximum criteria mentioned on page 6.
Max weight	100g	500g	
Max thickness	5mm	20mm	

To help with format sorting there is a template available. This gives sizes, thickness slots and weight restrictions for you to compare your mail items against. The order code for the Format Sort Template is P6467.

International Destination Sort™ database

If you plan to sort your mail electronically you can ensure the accuracy of your mail sortation and increase the efficiency of your preparation by using the International Destination Sort™ database.

Visit www.internationalmailtechnical.com for more information.

Bagging your mail



Bundle your mail

To help prevent your mail from being damaged during transit, you must bundle, face and tie the letter and flat items. To do this:

- gather items of similar size and weight in one hand.
- arrange them so that the addresses all face you and are the same way up.
- cross strap with an elastic band, string or similar material.

Which bags to use

Once sorted, all mail to each destination needs to go in a separate bag.

For each Western European destination a separate bag must be used for each format.

It is important you use the correct bag for the service you are using:

Priority

Use a blue airmail bag, marked MB 4GB.

Priority M-bag

Use a blue airmail bag, marked MB 4GB.

Standard

Use a grey surface bag, marked MB8 or opaque MB10.

Standard M-bag

Use a white 'one-trip' bag, marked MBX.

Economy

Use a grey surface bag, marked MB8 or opaque MB10.

Economy M-bag

Use a white 'one-trip' bag, marked MBX.

To order mail bags please use the order form on page 26 of this guide.

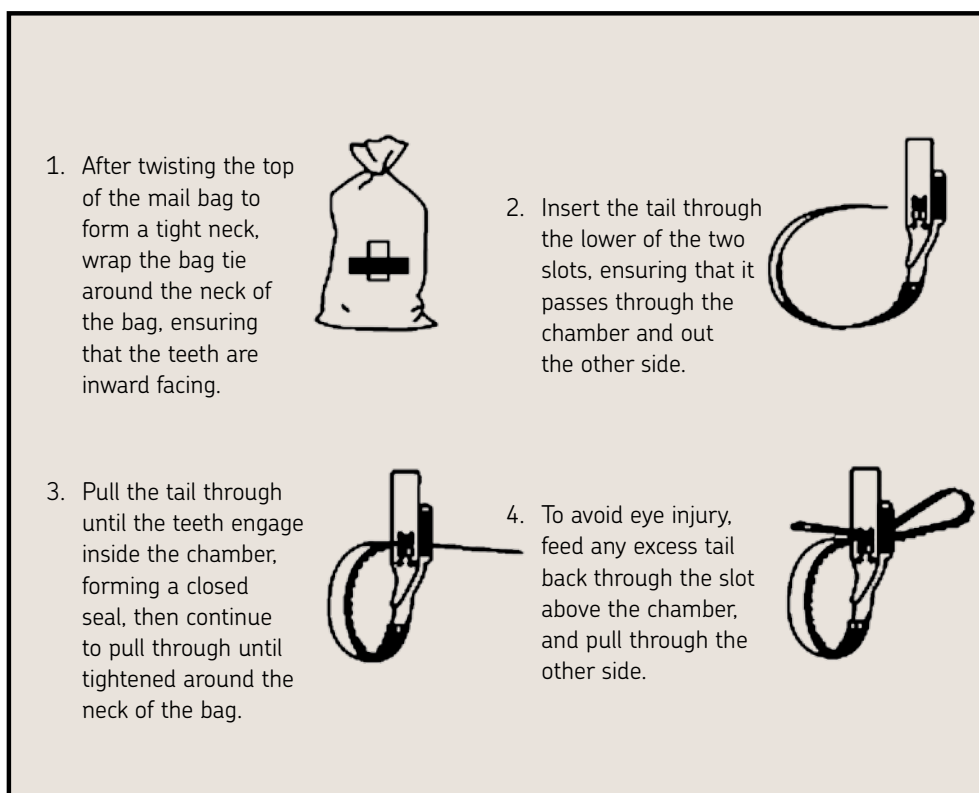
How much (and how little) can go in a Destination Sort™ bag

You can put as many items in a bag as will fit, as long as the bag, labels, ties and its content:

- weighs at least 1.5kg.
- weighs no more than 11kg inclusive of bag, ties and labels.
- can still be securely sealed.

Then use black tamper proof Post Grip Bag ties (IDC01) to seal the bag. Please be careful not to use our standard black bag ties.

You must then ensure the bag is sealed around its neck and not the loops.



Labelling your mail

Destination labels

Please look in the International Destination Sort™ Sorting List for details of which destination label to attach to each mail bag.

It is essential that you use the correct destination label – they vary by service:

Marked **PRIORITY** – white in colour (see **1**). For Western European destinations, you must tick the appropriate format box.

Marked **STANDARD** – white in colour (see **2**).

Marked **ECONOMY** – white in colour (see **3**). For Western European destinations, you must tick the appropriate format box.

1.

A rectangular white label with a black border. At the top, the word "PRIORITY" is printed in bold. Below it is a barcode. The address "ACCRA CENTRAL GPO (GHANA)" is printed in the center. Below the address is another barcode. On the left side, there is a vertical line with checkboxes for "LV", "P", "G", and "R". To the right of these checkboxes are the labels "M-BAG PRIORITY", "LETTER", "FLAT", and "PACKET". At the bottom, the word "PRIORITY" is printed in bold. On the right side, there is a vertical line with the text "Max bag weight must not exceed 11 kg".

2.

A rectangular white label with a black border. At the top, the word "STANDARD" is printed in bold. Below it is a barcode. The address "ACCRA CENTRAL GPO (GHANA)" is printed in the center. Below the address is another barcode. On the left side, there is a vertical line with checkboxes for "LV", "P", "G", and "R". To the right of these checkboxes are the labels "M-BAG STANDARD", "LETTER", "FLAT", and "PACKET". At the bottom, the word "STANDARD" is printed in bold. On the right side, there is a vertical line with the text "Max bag weight must not exceed 11 kg".

3.

A rectangular white label with a black border. At the top, the word "ECONOMY" is printed in bold. Below it is a barcode. The address "ACCRA CENTRAL GPO (GHANA)" is printed in the center. Below the address is another barcode. On the left side, there is a vertical line with checkboxes for "LV", "P", "G", and "R". To the right of these checkboxes are the labels "M-BAG ECONOMY", "LETTER", "FLAT", and "PACKET". At the bottom, the word "ECONOMY" is printed in bold. On the right side, there is a vertical line with the text "Max bag weight must not exceed 11 kg".

M-bags

M-bags need an extra label, the address label, stock item OE1050C which must be attached to the bag first and the destination label placed on top.

On the destination label itself you must tick the box for M-bag.

Bag labels and bag ties can be ordered using the ordering sheet at the back of this guide on page 26.

It may also be possible for you to print your own labels.

Visit www.internationalmailtechnical.com for guidance.

N.B. Labels are fulfilled within 72 hours of ordering. Please ensure you have all the labels you require to complete your mailing.



Do the paperwork

There are two methods for completing the paperwork, one is to use our Online Business Account system or the other is to use paper based dockets.

Online Business Account

Online Business Account (OBA) is a customer ordering facility available to all of our account customers. OBA allows you to create sales orders electronically, it holds your posting history so you can retrieve reports and export information to perform further analysis.

An OBA data generator is also available for download at www.internationalmailtechnical.com to make inputting your mailing details even easier.

Benefits of OBA include:

- Streamlined ordering and online payment.
- Easy yet secure access to your records.
- Fast and easy account management, all in one place.

For further information visit: www.royalmail.com/oba

Please note

When calculating the weight, please remember to exclude the bag weight.

When entering M-bags onto OBA, make sure bags weighing less than 5kg and bags weighing over 5kg are entered on different lines, as different charges apply.

Posting cheques

If using posting cheques (CA 83) then these must be submitted with each posting. Full guidelines regarding completing a cheque can be found within the posting cheque book.



Please note

There is a charge for the use of posting cheques. For full details please contact your Account Manager or call **08457 950 950**.

These charges can be avoided by using Online Business Account where the minimum order value is only £5 per sales order and there is no handling charge.

Services and their product codes

In order to see a list of product codes and the associated services please refer to Appendix A on page 25.

Working out the costs

To calculate the cost of a mailing you will need a copy of the Destination Sort™ Rate Card. This is available in the document library at www.royalmail.com/destinationsort

The Rate Card prices are either by zone or by country and for Western Europe, this also includes pricing by format.

There is also a pricing calculator available to download at www.internationalmailtechnical.com

Collection

If you have a business collection then items posted via Destination Sort™ can be included on this.

If you do not have a collection and would like to arrange one please contact a Royal Mail Sales Centre on **08457 950 950** to arrange this.

Check your stock

Order more supplies

Once you've completed an International Destination Sort™ mailing, you may need to replenish your stocks of bags, bag ties and labels ready for your next mailing.

Please contact a Royal Mail Sales Centre on **08457 950 950** for more supplies. Alternatively please order direct using the order form on page 26.

Please allow 72 hours for the delivery of stock.

Bulk postings

For us to provide you with the highest levels of service please notify 48 hours in advance by email to hwdc.forecast.group@royalmail.com if in a single posting there are:

500 bags to multiple countries or 50 bags to one country.

Help point

If you need advice please contact us on **08457 950 950**.

Sample addresses

Here are examples of how you should address your mail, depending on where you're sending it to:

Western Europe

Herr Franz Huber
Beethovenstrasse 12
1010 WIEN
AUSTRIA

M. Emile Dubois
Rue du Diamant 215
4800 VERVIERS
BELGIUM

Mr Thor Nielsen
Tietgensgade 137
8800 VIBORG
DENMARK

Mr Torben Raldorf
PO Box 100
COPENHAGEN
1004 VIBORG
DENMARK

Mr Asko Teirila
PO Box 511
39140 AKDENMAA
FINLAND

M. Robert MARIN
Rue de l'Eglise
Dunes
82340 AUVILLAR
FRANCE

Mme Marie PAGE
23 Rue de Grenell
75700 PARIS CEDEX
FRANCE

Mrs F Meier
Weberstr. 2
53113 BONN 1
GERMANY

Mr P Kunde
Langestr. 12
04103 LEIPZIG
GERMANY

Mr George Latsis
Alkamenou 37
117 80 ATHENS
GREECE

Mr Jon Jonsson
Einimel 80
107 REYKJAVIK
ICELAND

Mr Gerard Carey
45 O'Connell Street
DUBLIN 1
REPUBLIC OF IRELAND

Sig. Giovanni Masci
via Garibaldi 27
47037 RIMINI RN
ITALY

M. Jaques MULLER
71 Route de Longway
4750 PETANGE
LUXEMBOURG
MONACO
FRANCE

Mr J van Dieten
Morsstr 111
2312 BK LEIDEN
THE NETHERLANDS

Herr Hans Hansen
Svingen 22
9230 BEKKEHAUG
NORWAY

Senhor Carlos Manuel Pereira
Av das A'Augsa Livres
Monte Trigo
7220 PORTEL
PORTUGAL

Rosalina Silva
R Conde Redondo 80
1192 LISBOA CODEX
PORTUGAL

Sra Ana Jimenez
Mimbreras 4
03201 ELCHE (Alicante)
SPAIN

Fru Inger Lilja
Vasavagen 3 4tr
582 20 LINKOPING
SWEDEN

M. Andre Perret
Schanzenstrasse 7
3030 BERNE
SWITZERLAND

Mail to France

When addressing mail to France, write the surname in **CAPITAL** letters.

Mail to Germany

Due to Germany's strict conditions for accepting mail, when addressing your items you must:

Use the five-digit postcode.

Put the postcode before the town name.

Put the house number after the street name.

If the above is not carried out, your mail may be returned with no attempt at delivery.

Mail to the Republic of Ireland

Only Dublin has postcodes



Rest of World

Mr J Brownhall
264 High Street
ALLAMBIE NSW 2100
AUSTRALIA

Sr. Ronaldo Ganclaves
Av Paulista 952, Apto 16
B VISTA
01311-300 São Paulo – SP
BRAZIL

Dr Tzantcho Gantchev
Dimo Hadjikimov 6
1606 SOFIA
BULGARIA

M. Jen Durand
150 Rue Nepeau App 5
OTTAWA ON K1P 2P6
CANADA

Ana Car
Ilica 25
41 000 ZAGREB
CROATIA

M. Miroslav Ondevejka
Fibichova 92
125 02 PRAGUE 3
CZECH REPUBLIC

M. Horvath LASZLO
Budapest
Kossuth u.7
1055
HUNGARY

Mr G Kaul
27 Rue Yafo
91999 JERUSALEM
ISRAEL

Mr Yushi Morimoto
504 Kasumigaseki 1 chome,
Chiyoda-ku
TOKYO 100
JAPAN

Mr Hong Kil-Dong
100 Sejongno, Jongno-gu
SEOUL 110-050
REPUBLIC OF KOREA

Mr Joaquim Cepeda
San Antonio Abad 120 – Piso 4
06820 CIUDAD DE MEXICO
MEXICO

Mr B Parker
64 Waterloo Quay
WELLINGTON 1
NEW ZEALAND

Mr Jan Kalinkowski
ul Cicha 5
62-806 KALISZ
POLAND

Mr Gheorghe Petraru
Bd Golescu 38
77113 BUCHAREST
ROMANIA

Ivanova I.S.
Medyn oulitsa Gazagin 7
103375 MOSCOW K-375
RUSSIAN FEDERATION

Mr Stevan Raukovic
Palmoticeva 2
11001 BELGRADE
SERBIA
(Items for the former
Yugoslavia should be
addressed to the Republic
concerned).

Mr Tan Kay Hui
532 Chai Chee Road
SINGAPORE 1646
SINGAPORE

M Jan Kemr
Olsanka 18
820 01 BRATISLAVA 1
SLOVAK REPUBLIC

Mr Sudhorn Yoothong
13 / 54-26 Chaeng Waltana Road
Bang Kehn
BANGKOK 10002
THAILAND

Mr Mazhar Alkan
Iskele Caddesi 35
06101 ANKARA
TURKEY

Mrs L Projivalsky
252001 KIEV
Prospect F Skaryna
UKRAINE

Mr Joe Engle
1612 Dexter Street
FORT WAYNE, IN, 46805
UNITED STATES OF AMERICA

Mr Bill Harrison
347 L'Enfant Plaza SW
WASHINGTON, DC, 20260-6500
USA

Appendix A



Destination Sort™ and M-Bag Product Codes

Service	Product Code
Destination Sort™ Priority	PS1
Destination Sort™ Standard	PS2
Destination Sort™ Economy	PS3
M-Bags Priority	MB1
M-Bags Standard	MB2
M-Bags Economy	MB3

Appendix B: Destination Sort™ and M-bag product order form

Heathrow Worldwide Distribution Centre

International Destination Sort bags and labels order form

Fax to 01753 484876 or email labels@royalmail.com



with us it's personal®

Please note: Target despatch time is within 48 hours of receipt
(orders received after 12 noon will be classed as next day receipt)

Date of Order:

No of pages:

Account Number			
Contact Name			
Company Name			
Address			
Postcode			
Tel No.			
Fax No.		Email Contact Address	

Mail Bags		Code	Qty	Shipping Status
International Destination Sort Priority & Priority M-Bag	(Blue)	MB4GB		
International Destination Sort Standard Bag	(Grey/opaque)	MB8A/MB10		
Standard M-Bag & Economy M-Bag	(White)	MBx		

Bag Labels		Code	Qty	Shipping Status
International Destination Sort M-Bag Address Label	(Green customs label)	OE1050C		
Blank Destination Sort Labels for use with Customer Final Labeling (box of 2000)		n/a		
International Destination Sort M-Bag Address Label (Green Customs Label)		OE1050C		
International Bag Ties (Aviation)		IDC01		

Service	Country	Destination	Qty	Shipping Status

Although correct at the date this booklet went to print, from time to time services may be added to, or withdrawn.

Up-to-date information is available at

www.royalmail.com/internationalcontractservices

